



## ASSISTANT CORPORATION COUNSEL

### Position Profile

#### Jefferson County, Wisconsin

Jefferson County is situated in south-central Wisconsin and is bordered by the counties of Dodge, Dane, Rock, Walworth and Waukesha. Our county covers a land area of 557 square miles with an additional 25.73 square miles of water area, which includes five major rivers and 35 lakes. It is also comprised of 16 townships, 5 villages, and 6 cities, which includes a portion of the cities of Watertown and Whitewater and the village of Cambridge. The county seat is located in the city of Jefferson, a city of approximately 8,000 residents. At the 2010 census the County's population was 83,686, a 13% increase in population from 2000 to 2010.

Ideally situated between the metropolitan areas of Milwaukee and Madison, Jefferson County offers a pleasant mixture of urban and rural life. With easy access via the I-94 and I-90 highway system, the County is characterized by rich agricultural areas, thriving family-oriented communities, diversified manufacturing and highly valued natural resource features.

Jefferson County has many historic sites dating back to the early 1800's. They reflect the rich history and architecture of the past. Historical sites of interest include: the famous Octagon House and America's First Kindergarten in Watertown, the one-of-a-kind National Dairy Shrine and Hoard Historical Museum, the Panther Intaglio mound, the Old Fort in Fort Atkinson, the archaeologically significant Indian Mounds and Trail County Park along Lake Koshkonong, the Jefferson Historical Museum, and the Aztalan Historical Museum adjacent to the Aztalan State Park.

#### The Jefferson County Mission Statement:

*"To fulfill County government's responsibilities to its citizens and advance the quality of life in Jefferson County."*



*For additional information regarding Jefferson County and its amenities please visit these websites:*

[www.jeffersoncountywi.gov](http://www.jeffersoncountywi.gov)  
[www.enjoyjeffersoncounty.com](http://www.enjoyjeffersoncounty.com)

## Assistant Corporation Counsel Position Details

Jefferson County offers an opportunity to provide legal representation and advice to the county as the Assistant Corporation Counsel. Responsibilities include representing the county in mental/alcohol commitment and protective placement/guardianship actions, zoning and general ordinance enforcement, commencing small claims collection actions and providing legal representation and counsel to county officials and departments.

*Under general direction of the Corporation Counsel this position provides legal representation and advice for Jefferson County.*

Additional information regarding the Corporation Counsel Department can be found at: [www.jeffersoncountywi.gov](http://www.jeffersoncountywi.gov) and clicking "Departments" "Departments in A-E".

## Assistant Corporation Counsel Qualifications

Juris Doctor degree with at least 3 years' experience practicing law or equivalent legal experience. Must possess license to practice law in Wisconsin.

Jefferson County is seeking a candidate who is self-motivated, independent and has strong communication skills with the ability to interact well with elected officials, department heads, county employees and members of the public. The successful candidate must be well organized and have the analytical skills necessary to advise Jefferson County on the diverse legal issues faced by the County every day.



# Compensation and Benefits

The annual salary range is \$67,870-\$87,250. Starting salary is commensurate with experience and qualifications.

Additionally, the following are the standard benefits offered by Jefferson County for 2014:

- **Health Insurance** – Effective first of the month after 30-days with employer contribution
- **Dental Insurance** – The County currently contributes 100% of premiums and effective first of the month after 30-days
- **Wisconsin Retirement System (WRS)** – Currently the County contributes 7.00% to the WRS
- **Section 125B Plan** – Employees can pay for certain medical and dependent care expenses on a pre-tax basis
- **Long Term Disability** – Voluntary at the employee's expense
- **Deferred Compensation** – Employees have the option of deferring part of their income to this individual retirement plan
- **Paid Time Off** – Employees receive paid vacation, sick and holiday
- **Life Insurance** – Voluntary plan that employees can purchase up to 3 times their annual salary as well as spousal and dependent coverage

## Application and Selection Process

For consideration please submit application, cover letter and resume to: Jefferson County Human Resources. Application review begins June 18, 2014. Position is open until filled.

Application and position details available at: [www.jeffersoncountywi.gov](http://www.jeffersoncountywi.gov) or 311 S. Center Ave., Jefferson, WI 53549



Ph 920.674.7102 | Fx 920.675.0068  
311 S. Center Ave. | Jefferson, WI 53549

[www.jeffersoncountywi.gov](http://www.jeffersoncountywi.gov)

*Jefferson County is an Equal Opportunity Employer*

*Jefferson County... Responsible government advancing quality of life...*